

# **TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Mark Alan, Human Resources Director/797-1024

**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A resolution of the Town of Davie, Florida creating the class specification for the position of Deputy Building Official in the Non-Represented Pay and Classification Plan.

**REPORT IN BRIEF:** During the review of the proposed FY 2000-2001 Town Budget, the Town Council approved the new position of Deputy Building Official. Attached is a job description and recommended pay grade assignment for this recommended class specification. The recommended pay grade for the Deputy Building Official is grade 524.

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** N/A

**FISCAL IMPACT:** Yes

If yes, expected cost: \$ 69,948.20 (including benefits)

Account Name: Salaries; 001-0423-515-0101

**RECOMMENDATION(S):** Motion to approve resolution

**Attachment(s):** Resolution and Deputy Building Official job description

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR THE POSITION OF DEPUTY BUILDING OFFICIAL IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Davie recommends creation of \_\_\_\_\_ and pay grade assignment for the Deputy Building Official job classification; and

WHEREAS, the Town Staff has evaluated the class specification for an Deputy Building Official and recommends it be assigned to pay grade 524; and

WHEREAS, the Town of Davie recommend that the Town Council adopt the class specification for Deputy Building Official in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Class Specification for Deputy Building Official, pay grade 524 is hereby created in the the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

# **CLASS SPECIFICATION**

## **DEPUTY BUILDING OFFICIAL**

### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs highly responsible supervisory, administrative and technical work assisting the Building Official in interpreting and enforcing federal, state, county and local building standards and codes. Work involves administering the unsafe structure program, the construction plan review, permitting and inspection program, and the occupational license issuance program. Employee is also responsible for assisting the Building Official in supervising chief inspectors and other personnel in the Division. Reports to the Building Official.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **ESSENTIAL JOB FUNCTIONS**

Assist in the oversight of Building Division personnel through direct or delegated supervision of Structural, Plumbing, Electrical, Mechanical, Fire Inspection and Permit & Occupational Issuance programs, ensuring adherence to established laws, regulations, policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; reviews, develops and implements policy and procedures, as necessary, to improve Division efficiency; reviews various reports, including activity logs, and approves actions or makes recommendations as to procedure.

Makes recommendations to the Building Official for routine personnel matters affecting subordinates, including interviewing applicant, hiring, assigning, scheduling, promoting, disciplining, terminating, etc., preparing and submitting various reports and records as required by Town management; ensures subordinates receive training as required by assignments and designated career paths.

Enforces South Florida Building Code and related federal, state, county and/or Town ordinances and regulations governing minimum standards and requirements for construction, alterations, repairs and materials used; interprets building code and related ordinances and regulations for architects, engineers, building owners and contractors.

Assists the Building Official in development of annual budget proposals, providing Building Division revenue and expenditure projections; assists in administrative oversight of expenditures, including approving division expenditures.

Represents Town in legal actions as expert witness for building code interpretation; prepares or delegates preparation of legal action in cases of building code violations for Unsafe Structure Board, Code Enforcement Board or designee, and courts; prepares and presents cases as prosecutor before Unsafe Structure Board in accordance with provisions of the South Florida Building Code.

Receives and investigates complaints pertaining to conduct of Division personnel, programs, procedures, etc., interviewing various parties and reviewing available reports, and preparing verbal and/or written responses and recommendations, as appropriate; receives and responds to praise for Division personnel, activities, programs, etc., ensuring appropriate recognition of parties involved.

Attends meetings and/or public gatherings as representative of the Building Division to cultivate favorable

public relations and/or to explain activities and functions of Division.

Assists with the issuance of building permits; serves as custodian of records, supervision records maintenance.

Performs necessary research and compiles data for special projects and reports, as necessary or as assigned, ensuring completion by specified deadlines and in accordance with defined goals and objectives; monitors ordinances and standards for continuity and applicability to current construction and/or industry conditions.

#### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 8 years of experience as a general contractor, professional engineer or architect, including 2 years of experience as a supervisory building inspector; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

#### **SPECIAL REQUIREMENT**

Certification by the Broward County Board of Rules and Appeals as a deputy or assistant building official. Certification by the State of Florida Department of Business & Professional Regulation as a building administrator. Recognition by the Broward County Board of Rules and Appeals as a general contractor. Possession of a valid Florida driver's license.

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Light to Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, blueprints, schematics, diagrams, forms, etc. Requires the ability to prepare correspondence, reports, forms, permits, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including architectural, construction, electrical, engineering, and mechanical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; perform calculations involving variables, formulas, square roots and polynomials.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has substantial knowledge of modern structural, plumbing, electrical and mechanical construction practices, materials and equipment, and of the various stages of construction when violations and defects should be observed and corrected. Has substantial knowledge of construction-related fire safety practices. Has substantial knowledge of state and local ordinances and codes administered through the Building Division, including provisions of the South Florida Building Code. Has substantial knowledge of requirements, policies and procedures for obtaining various Town construction permits. Has substantial knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations. Has considerable knowledge of Town geography. Has considerable knowledge of the principles of supervision, organization and administration. Has general knowledge of the popular computer-driven word processing, spreadsheet and file maintenance programs. Is able to detect and locate defective workmanship in construction or repair of buildings. Is able to interpret blueprints, diagrams, specifications, codes and building regulations. Is able to exercise independent judgment in the application of standards to a variety of work standards. Is able to express ideas effectively orally and in writing. Is able to assign, direct and supervise a technical staff. Is able to exercise tact, courtesy and firmness with developers, contractors, property owners and the general public. Is able to physically maneuver on scaffolds, structural members and in cramped quarters to accomplish thorough inspections. Is able to establish and maintain effective working relationships as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

**Staffing:** Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.